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## Agendas, Minutes, and Attachments, 2011

Woodland Cemetery Stewardship Committee

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Attending: Wil Brasington, Jim Hendrix, Gerald Vander Mey, Milt Lowder by phone, guests: Vic Shelburn, Pat Layton

- I. Welcome
- II. Approval of August 24 and October 14 minutes; passed
- III. Tree Survey
  - a. Discussion regarding the ability of the forestry dept. Surveying, sketching, gps, health, species, drip line
  - b. Grad student, Tyler, is a certified arborist working in Pickens County GIS office
  - c. Time Frame, 6 months, cost likely \$2.5k - \$5k
  - d. It would be good to get Bob Polanski and his class to do a workshop on the cemetery
  - e. Should review the trees on site every 5 years for health and danger.
- IV. Contact with plot owners regarding unutilized plots (Milt) 10 or 12 photos some not to be utilized that were assigned in the 1950s. Ground penetrating, radar, steel rod exploration needs to be done. Next steps
  - a. Discussion about research strategies JBS is gathering the names associated with the plots in question.
  - b. Action items
    - i. Develop a list of the individuals that have a plot assigned to them but are not buried here
    - ii. Develop a list of individuals that have a plot but are alive
    - iii. Get with General Council and resolve ownership issue
    - iv. Good work Milt!
    - v. Violations
      - 1. Laminated note concerning problems
      - 2. Archive/photo of issue
    - vi. Where do we go?
      - 1. This committee is to advise the BOT regarding policy. The BOT should administer the policy
      - 2. Distribute policy (what portion of this database is viable) to all known responsible parties
        - a. A proposal was made to create a schedule for personnel review of the cemetery to identify problems and report them to JBS.
        - b. Benchmark the cemetery to know what the condition of the site is.
        - c. Figure out how to provide notice to the plot owners to get them to make appropriate changes.
- V. Cemetery Tour
  - a. Some comments about web-based video.

- b. Discussion of an approach to developing the content for the website
  - c. Information/nomination of 3 individuals by September
  - d. Concept for follow up
- VI. Secretary to Board – no report
- VII. Finance Review
  - a. Balance of \$42,700 at last report
  - b. Today's balance is \$46,500.
    - i. Approximate \$7,000 in donations this fiscal year.
    - ii. Approximate \$1,700 expended to Spinatour to get virtual tour started
  - c. The August 25 minutes are correct concerning item IIIB. However there seems to be some clerical/technical issues outstanding.
- VIII.
  - i. deferred
  - ii. deferred
  - iii. Officer elections are now open

**Woodland Cemetery Stewardship Committee**  
**September 2, 2011, 2:30 p.m.**

**Minutes of a Meeting**

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Location: Gentry Hall Conference Room, 191 Old Greenville Hwy.

Attendees: Matt Dunbar, Wil Brasington, Charles Gooding, Jim Hendrix, Rose Ellen Davis-Gross, Sally Mauldin, and Gerald Vander Mey

Guest: Tyler Jones

- I. Welcome
- II. Approval of February 20, 2011 minutes. The minutes were approved unanimously.
- III. Introductions
  - a. Dr. Charles Gooding is a new committee member, and Rose Ellen Davis-Gross and Sally Mauldin are representatives from the Office of the Board of Trustees.
- IV. Update on Trustee issues
  - a. Plot Request Issues – A request for a plot investigation will be initiated with Dr. Leader to use ground penetrating radar. Other efforts including contacting Duckett Funeral Home to understand the site is between 142 and 143, SW of Calhoun Plot.
  - b. Clay Steadman – Clay Steadman's father has written the forward to request approval to erect seven (7) head stones but no other internments. He offers to return his own plot to the University. Mr. Steadman is to be contacted to clarify the request. How many to be interred? How many markers? Consolidating of the plot is considered to be reasonable by the committee. Note that the committee should revisit the design guidelines/policy concerning headstones.
- V. Tree Survey
  - a. Tyler Jones updated the committee regarding the progress on the tree survey and the tools that are being developed. Data collection will be completed next week. The committee was very impressed with the products.
- VI. Chapel & Columbarium Projects
  - a. Update on the chapel project – prospective donors have been identified.
  - b. Update on the columbarium idea – it seems to be gaining momentum.
- VII. Old Business
  - a. Cemetery Tours – limited progress at this time.
  - b. Nomination of Officers – A nomination of Matt Dunbar as Committee Chair was made and seconded. The vote was unanimous in favor of the nomination, and Mr. Dunbar will be the Chair effective at the next meeting.
- VIII. The next meeting will be held on Wednesday, December 7, 2011 at 4 p.m. in the President's Conference Room in 201 Sikes Hall.

Minutes recorded by G. Vander Mey

**Woodland Cemetery Stewardship Committee**  
**December 7, 2011, 4:00 p.m.**

**Minutes of a Meeting**

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Location: President's Conference Room, 201 Sikes Hall

Attendees: Matt Dunbar, *Chairman, presiding*; Wil Brasington, Charles Gooding, Milt Lowder, Gerald Vander Mey

Guests: Rose Ellen Davis-Gross, *Office of the Board of Trustees*; Sally Mauldin, *Office of the Board of Trustees*; Brett Mills, *Editor of The Tiger*

I. Welcome and Call to Order

Chairman Dunbar called the meeting to order at 4:00 p.m. He introduced guests.

II. Proposal from *The Tiger*

Brett Mills provided the committee with copies of the recent newspaper article featuring Woodland Cemetery. Ms. Mills solicited the committee's suggestions for how to best turn the recent article into a series about the cemetery. Discussion followed.

III. Approval of Minutes – September 2, 2011

Wil Brasington moved to approve the minutes. Milt Lowder seconded the motion. The minutes were approved unanimously.

IV. Financial Report

Mr. Brasington reported there is a balance of \$44,410.99 in the account. The video tour project created an encumbrance of \$1,800. Gifts received since June 1<sup>st</sup> total \$1,320.

V. Plot Request Items

A. Steadman Exception – Chairman Dunbar provided a summary of the requested special exception. Discussion followed. The committee approved the consolidation of Clay Steadman's plot and Mark Steadman's plot into one Steadman plot. The committee noted the request to inter the brothers in the plot is inconsistent with the policy.

B. Unmarked Plot – Chairman Dunbar explained there is a plot-sized space in the cemetery that is unmarked but may be a potential grave. Discussion followed. Mr. Brasington moved to mark the area as unavailable for assignment. Gerald Vander Mey seconded the motion. The motion was approved unanimously.

VI. Update on Tree Survey and Protection Plan

Mr. Brasington provided an update.

VII. Update Cemetery Tour and Video Initiative

No update this meeting.

VIII. Meeting Cadence for 2012

The committee discussed meeting dates for 2012.

IX. Adjourn

Chairman Dunbar adjourned the meeting at 5:15 p.m.

Respectfully submitted,  
Sally Mauldin